

Surface Water Drainage Verification Condition Guidance Note

During the planning process for major applications, applicants are often required to submit a verification report for appraisal by the Local Planning Authority's (LPA's) Drainage Engineers. The verification condition is typically required to be discharged prior to occupation/use. This 'Surface Water Drainage Verification Condition Guidance Note' sets out to clearly define the minimum expectations and requirements that verification reports, submitted to LPA's within West Sussex, need to satisfy.

Applicants should be aware that:

- It is in an applicant's interest to provide all the information requested by the guidance note, to enable the LPA's Engineers to quickly and efficiently appraise their submission.
- The omission of information may lead to delays in the planning process.

However, if this guidance note requests information that an applicant does not consider to be relevant to their application:

- In the first instance the applicant should discuss this with the LPA's Drainage Engineer. (The Planning Officer dealing with the application will be able to provide applicants with the appraising Engineer's contact details).

It is recommended that applicants take time, at the outset of the planning process, to familiarise themselves with the requirements set out in this guidance note.

Verification Report Author

The verification report must be completed by an **independent** suitably qualified individual or company. The individual or company completing the report should have suitable professional indemnity insurance and must be independent of the developer/contractor/ subcontractor and had no involvement in the original/proposed scheme, to ensure there is no conflict of interest.

A suitably qualified person or company means an individual or company who has relevant training and experience, e.g. Civil Engineer with at least 10 years' experience of surface water drainage design/construction.

Verification Report Contents

The verification report should include details of all key drainage components evidencing that the construction of these elements has been completed fully in accordance with the approved design.

As a minimum, the verification report should contain the following information:

- Details of author, including independence, qualifications, and experience.
- Clear statement on whether the author believes the constructed surface water drainage is adequate.
- Dates of inspections undertaken by report author.

- Photographs and details of components inspected. e.g. photographs of excavations, crate installations, sub base construction.
- Confirmation of how key materials were verified, e.g. inspection of goods receipts for key components such as tanks, geomembranes, sub-base materials, flow control devices; inspections and tests of welded membrane joints; etc.
- Commentary on 'As Built' survey, and details of any variations from approved design.
- Confirmation that no trees have been located in areas which would be detrimental to the drainage infrastructure.
- Where variations have occurred the report shall include supporting evidence to show that the as constructed drainage will meet policy requirements and that these variations have been reviewed and approved by the designer. This may require new calculations to be completed and be provided with the verification report.
- Details of remedial works that are required or have been carried out.

We would strongly recommend that the applicant and their Groundworker keep clear records of their inspections and verification of each surface water drainage element during construction in case further detail is required to support the verification report condition.

'As Built' Drawings

The verification condition requires the supply of 'As Built' Survey Drawings. These should be referenced within the verification report and supplied with it in pdf format. Autocad .dwg files should be supplied to the LPA engineer upon request.

The 'As Built' Survey shall include:

- Surface water drainage piped network, including pipe diameters, pipe material, pipe gradient, cover levels and invert levels.
- Road finish levels, including details of road surfacing type.
- Soakaway (where applicable) base level, height of soakaway, cover level and plan dimensions.
- Attenuation crate (where applicable) base level, height of crate, cover level and plan dimensions.
- Ponds/ basins (where applicable) incoming pipe invert levels, outgoing pipe invert levels, base level, crest level, embankment (where applicable) height and width, side slope.
- Swale (where applicable) incoming pipe invert levels, outgoing pipe invert levels, base levels, crest level, side slope.
- Permeable Paving (where applicable) base levels, finished surface levels, depth of sub base material.
- Flow control device (where applicable) invert levels, cover level, overflow (where applicable) level.
- Any other surface water drainage elements, e.g. land drains, filter trenches, rain gardens, gullies, channel drains, etc. (where applicable).

This information shall be reviewed against the design by the independent engineer, any variations must be explained within the verification report.